



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
AGENDA

.....  
MONDAY  
.....

August 2, 2010

7:00 P.M.  
.....

• **5:45 pm – Finance Committee Meeting**

A. CONSENT AGENDA

1. SIGNATURES

a. Treasurer's Warrants

2. SECRETARY'S REPORTS

3. COMMUNICATIONS

4. REPORTS

a. Finance Committee Minutes – 7/6/2010

b. Infrastructure Committee Minutes – 7/26/2010

B. PUBLIC COMMENTS

C. POLICY AGENDA

1. PUBLIC HEARINGS

2. NOMINATIONS – APPOINTMENTS – ELECTIONS

3. UNFINISHED BUSINESS

4. NEW BUSINESS

a. Application for Renewal of Victualer's License received from Highlands Corner Market at 557 Kennebec Road

b. Application for Renewal of Victualer's License received from Hampden Country Club at 25 Thomas Road

c. Sewer Commitment – 2<sup>nd</sup> Quarter 2010

d. Request from RLE Property Management re Amendment to Mobile Home Park Ordinance – Referral to Planning & Development Committee

**NOTE: The Council will take a 5-minute recess at 8:00 pm.**

e. URIP Funds Acceptance – MDOT – 2010-2011

f. Workshop – Discussion of Possible Partnering Options with RSU #22  
for Former Hampden Academy Site

D. COMMITTEE REPORTS

E. MANAGER'S REPORT

F. COUNCILORS' COMMENTS

G. ADJOURNMENT

## FINANCE COMMITTEE MEETING

## Minutes

Tuesday, July 6, 2010

## Attending:

Mayor Matthew Arnett                      Councilor William Shakespeare  
Councilor Andre Cushing                  Town Manager Sue Lessard  
Councilor Tom Brann  
Councilor Jean Lawlis  
Councilor Janet Hughes

1. Minutes of June 21, 2010 – There were no corrections or additions to the minutes.
2. Warrant Review – The warrants were reviewed and approved by the Committee.
3. Old Business
  - a. Purchase & Sale – Lot 7 Business Park – It was the consensus of the Committee to recommend to the full council that they approve the revised purchase and sale agreement for Lot 7 in the business park.
  - b. Compensation Structure – Postponed until a future meeting.
4. New Business
  - a. Air Handling System – Pool – Funding – Motion by Janet Hughes, seconded by Jean Lawlis to recommend to the full council that funding for the evaluation of repair/replacement of the air handling system at the pool be funded by Pool Trustee assets. Vote was unanimous. Further decisions related to needed funding will be addressed when more information is available on the condition of the system.
  - b. Bond Anticipation Note – Mayo Road Project – Motion by Tom Brann, seconded by Andre Cushing to recommend that the Council approve the Key Bank bid of 1.4% for 109 days for the bond anticipation note. Vote 6-0.
5. Public Comment - None
6. Committee Member Comments – None

Respectfully submitted,



Susan Lessard  
Town Manager

## INFRASTRUCTURE COMMITTEE MEETING

Minutes

July 26, 2010

## Attending:

Chairman William Shakespeare  
Councilor Tom Brann  
Councilor Andre Cushing  
CEO Ben Johnson

Councilor Janet Hughes  
Councilor Jean Lawlis  
Town Manager Sue Lessard  
PW Director Chip Swan

1. Minutes of June 28, 2010 Meeting - The minutes were reviewed and approved unanimously on a motion by Janet Hughes.
  1. a. Code Enforcement Officer Ben Johnson was present to discuss an issue on Libby Lane related to both a property owner who was trying to get sufficient road frontage for a development and the town's need for a turnaround for plow trucks. It was the consensus of the committee to support the idea of accepting a turnaround for use by the Public Works Department and that whatever frontage was created by that action would be available to the abutting property owner, but that the creation of the turnaround would be limited to that which immediately abuts the end of the road owned by the Town and not further onto private property.
2. Old Business
  - a. Mayo Road Update -The Public Works Director gave the Committee an update related to the Mayo Road project. It is scheduled to be completed by mid-October, pipe laying will be completed within two weeks and some paving should be done by later in August. A conflict with job site personnel and the Water District Superintendent was discussed along with what steps had been taken to resolve that situation.
  - b. Streetlight Acceptance Policy - Draft -The Committee reviewed the draft policy presented by the Town Manager and asked that it be scheduled for discussion at the next meeting.
3. New Business
  - a. Tree Trimming on Town Roadways - Councilor Shakespeare - Councilor Shakespeare discussed concerns over the need for tree trimming on the side of Emerson Mill Road that does not have power lines and Public Works Director Swan informed the

group that the Department was talking to a tree trimming contractor about that issue already.

- b. Truck Weight Limit Increase – The Town Manager explained that the current federal pilot project that allows 100,000 lb trucks to use the interstate north of Augusta expires in December of 2010. Maine Municipal Association is compiling information to assist our congressional delegation in working to keep that pilot project going. Towns are doing resolutions of support and petitions. Motion by Janet Hughes, seconded by Tom Brann to support the extension of the Pilot Project, vote unanimous.
- c. Water District Rate Increase Proposed – The rate increase proposed is an average of 19%. The public hearing is Thursday, July 29, 2010 at 6 p.m. at Reed's Brook Middle School, and the opportunity to intervene runs through August 28, 2010.

4. Public Comments - None

5. Committee Member Comments – None

Respectfully submitted,

  
Susan Lessard  
Town Manager



C-4-a

TOWN OF HAMPDEN  
TOWN CLERK'S OFFICE

COMMENTS ON:

Date of Council Action: 8/2/2010

Public Hearing: Yes \_\_\_\_\_ No X

- ☐ Application for Liquor License
- ☒ Application for Victualer's License
- ☐ Application for Off-premises Catering
- ☐ Application for Outdoor Wood-burning Furnace License

NAME: Highlands Corner Market Renee Henneberry  
Business Name Individual Frank Clark

ADDRESS: 557 Kennebec Rd. PHONE: 862-3747

MAP/LOT: Map 5, Lot 89 DATE: 7/19/2010

DEPARTMENT REPORT:

Inspected on July 20, 2010, and found  
all proper safety requirements to be in place.

DATE: 7-20-10

BY: Bon Jh  
Title: CEO

BY: Kevin Barnard  
Title: Fire/Building Inspector

# TOWN OF HAMPDEN, MAINE

## APPLICATION FOR VICTUALER'S LICENSE

DATE: 7/13/2010 PHONE NUMBER: 862-3747

NAME(S): Renee Henneberry Frank Clark

ADDRESS: 557 Kennebec Rd Hampden Me

NAME OF BUSINESS: Highlands Corner Market

LOCATION OF BUSINESS: 557 Kennebec Rd Hampden Me

SIGNATURE: Renee Henneberry

\*\*\*\*\*

(FOR TOWN USE ONLY)

\*This facility has been inspected and meets ordinance criteria.

Ben Jh  
Code Enforcement Officer

Keith Barnhart  
Fire Inspector/Building Inspector

\*All sewer user fees and personal property taxes are paid in full to date.

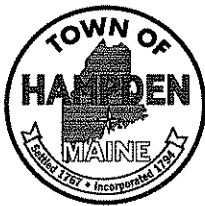
Cheryl M. Johnson  
Tax Collector

Chas M. Leonard  
Town Treasurer

\*\*\*\*\*

Please return completed form to: **Town Clerk**  
**Town of Hampden**  
**106 Western Avenue**  
**Hampden, ME 04444**

LICENSE FEE: \$50.00 Date Received/Fee Paid: 7/14/2010 / \$50.00



C-4-b

TOWN OF HAMPDEN  
TOWN CLERK'S OFFICE

COMMENTS ON:

Date of Council Action: 8/2/2010

Public Hearing: Yes \_\_\_\_\_ No X

- ☐ Application for Liquor License
- ☒ Application for Victualer's License
- ☐ Application for Off-premises Catering
- ☐ Application for Outdoor Wood-burning Furnace License

NAME: Hampden Country Club Keith Gamble  
Business Name Individual

ADDRESS: 25 Thomas Rd. PHONE: 862-9999

MAP/LOT: Map 7, Lot 51 DATE: 7/19/2010

DEPARTMENT REPORT:

Inspected on July 20, 2010, and found  
all proper safety requirements to be in place.

DATE: 7-20-10

BY: [Signature]  
Title: CEO

BY: Keith Bamford  
Title: Fire/Building Inspector



# TOWN OF HAMPDEN, MAINE

## APPLICATION FOR VICTUALER'S LICENSE

DATE: 7-19-10 PHONE NUMBER: 862 9999

NAME(S): Keith D. Gamble

ADDRESS: 25 Thomas Rd Hampden Me 04444

NAME OF BUSINESS: Hampden Country Club

LOCATION OF BUSINESS: 25 Thomas Rd Hampden Me

SIGNATURE: Keith D. Gamble

\*\*\*\*\*

(FOR TOWN USE ONLY)

\*This facility has been inspected and meets ordinance criteria.

Benny  
Code Enforcement Officer

Keith Bamford  
Fire Inspector/Building Inspector

\*All sewer user fees and personal property taxes are paid in full to date.

Cheryl M. Johnson  
Tax Collector

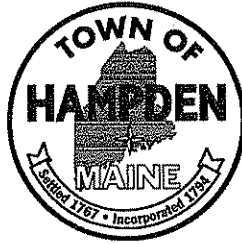
Chas M. Leonard  
Town Treasurer

\*\*\*\*\*

Please return completed form to: **Town Clerk**  
**Town of Hampden**  
**106 Western Avenue**  
**Hampden, ME 04444**

LICENSE FEE: \$50.00 Date Received/Fee Paid: 7/19/2010 \$50.00

Town of Hampden  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-3034  
Fax: (207) 862-5067  
email: hampden@midmaine.com

CERTIFICATE OF COMMITMENT OF SEWER USER RATES

To: Susan M. Lessard, the treasurer of the municipality of Hampden, Maine.

We, the undersigned municipal officers of the municipality of Hampden, Maine hereby certify and commit to you a true list of the sewer rates established by us pursuant to 30-A M.R.S.A §3406 for those properties, units, and structures required by local and state law to pay a sewer rate to the municipality, for the period beginning 04/01/10 and ending 06/30/10. This list is comprised of the pages numbered 1 to      inclusive which are attached to this certificate. The date(s) on which the rates included in this list are due and payable is (are) 08/31/10. You are hereby required to collect from each person named in the attached list his or her respective amount as indicated in the list, the sum total of those lists being \$ 148,742.68. You are hereby required to charge interest at a rate of 7 % per annum on any unpaid account balance beginning 09/01/2010. You are hereby authorized to collect these rates and any accrued interest by any means legally available to you under State law. On or before 12/2010 you shall complete and make an account of your collections of the whole sum herein committed to you.

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Municipal Officers of the Town of Hampden, Maine

# RLE Property Management, LLC.

681 Main Rd., N. #26, Hampden  
Tel.: 207-262-0019  
Fax: 207-262-0107

C-4-d

July 26, 2010

Hampden Town Counsel  
c/o Susan Lessard, Town Manager  
106 Western Avenue  
Hampden, ME 04444

RE: Town of Hampden Mobile Home Park Ordinance  
Hampden Trailer Park

To whom it may concern:

We are hereby requesting that the Mobile Home Park Ordinance numbered 6.7 be adjusted to a more reasonable setback for a utility structure that is made of non-combustible materials. The current setback standard is 10 ft from any mobile home or other utility structure which is reasonable if it is constructed of combustible materials. However, if a utility structure is constructed of *non-combustible materials* we are asking that a more reasonable setback of 5 feet be allowed. This change will allow for small utility structures for tenants/owners to store lawn maintenance equipment. Many of our tenants as well as the owners of the owner-occupied units have requested such small structures. We feel that this would improve the overall look of the park.

Thank you for your time and consideration of this matter! We look forward to hearing from you.

Sincerely,



Naomi Gaidosh  
Office Manager

XC: Ben Johnson, Code Enforcement

C-4-e

**MAINE DEPARTMENT OF TRANSPORTATION**  
**URBAN - RURAL INITIATIVE PROGRAM (URIP)**  
**CERTIFICATION 2010-2011 (FY 11)**  
**MUNICIPALITY 19280 Hampden**

To be eligible to receive FY-11 URIP funds, each Municipality must certify that the Urban Initiative funds will be used only for maintenance or improvement to public roads and Rural Initiative funds will be used "only for Capital improvement of public roads". Effective July 1, 2000, as defined by Title 23, §1803-B.1.A (2), funds must be used for capital improvements to local roads and/or State Aid Minor Collector roads, or as provided by 2002 PL 565, if eligible. Effective July 1, 2008 municipalities must provide information on what capital improvements were done with the FY10 (July 1, 2009 to June 30, 2010) URIP funds received by the municipality. See back side of form.

It is estimated that the municipality of Hampden, will receive \$ 72,855 for the fiscal year beginning July 1, 2010. The Estimated Quarterly installments will be in the amount of: September 2010 = \$ 18,214; December 2010 = \$ 18,214; March 2011 = \$ 18,214; June 2011 = \$ 18,214

The Urban Initiative funds total \$ 0 for this fiscal year

The Rural Initiative funds total \$ 72,855 for this fiscal year

The above amounts include \$ 5,411 from the Transit Bonus Payment Program.

Notification will be made in the event of any change. Designated amounts may be adjusted if your town participated in the Transit Bonus Program or the Collector Road Development Awards (CRDA) Program several years ago.

Beginning in 2001, all municipalities receive a percentage of the MaineDOT's portion of the Highway Fund (about 9.6% this year), rather than the former flat rate of \$600 per lane-mile. This means that the disbursements to municipalities rise and fall with MaineDOT's budget.

We, the undersigned municipal officers or designee (i.e. Town Manager) of the municipality of Hampden, do hereby certify that funds received from the Urban-Rural Initiative Program for the fiscal year 2009-2010 will be used only for uses as stated above: *We also certify that the previous year's funds were spent on the projects listed on the back of this form*

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Municipal official to contact for information on Public Road Mileage: Please Print or type

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Tel. \_\_\_\_\_

**Municipal Treasurer's address: if not done by electronic fund transfer, where the town wants the quarterly checks sent:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Municipal E-mail Address (general delivery):** \_\_\_\_\_

**Prior to August 1, 2010 please return this Completed Form (BOTH SIDES) to:**

Ms. Jackie Guimond  
MaineDOT- Community Services Division  
16 State House Station  
Augusta, Maine 04333-0016  
Tel. (207) 624-3017 or Jackie.guimond@maine.gov

**NO URIP payments can be made until a completed form (BOTH SIDES) is received by MaineDOT- Community Services Division.**

Please make a copy for your records.

Over please

# **FY10 Capital Improvement Expenditures URIP Funds of: \$ 76,164; (Urban \$ 0), (Rural \$ 76,164)**

As a result of 2007 Legislative inquiries and discussions centered around URIP, the MaineDOT needs to collect additional information on the uses of URIP funding by 502 Maine municipalities, counties, and Indian Reservations. This is intended to be simple and provide an easy method to collect information on the use of over \$22 million dollars per year by local agencies.

As noted on the front side of this form, URIP funding can only be spent on capital improvements in most Maine towns, except for urban compact towns/cities where urban funds can be used for maintenance or improvement to public roads.

A **capital improvement** is defined as "any work on a road or bridge which has a life expectancy of at least ten years and restores the load-carrying capacity." Examples of eligible "capital" activities are defined as follows:

1. Medium to heavy overlays which improve the strength and ride quality [minimum one inch (1") lift on a shimmed surface], pavement and/or base recycling, pavement cold planing and resurfacing
2. Road reconstruction or rehabilitation
3. Gravel road grade-raising or paving
4. Single culvert replacements or a series of drainage improvements
5. \* Traffic signal or sign installation and/or replacements
6. \* Sidewalk construction or reconstruction
7. \* Heavy ditching, under drain and catch basin installation or total system replacement, permanent erosion control
8. \* Wetland mitigation
9. \* Guardrail installation
10. Bridge or minor span replacement and rehabilitation
11. Any bridge repair activities with a 10 year life
12. Local share (1/3) of a Rural Road Initiative (RRI) project on a state aid road
13. Debt financing/bond repayment for past capital improvements to public roads
14. The urban match component of any federal-aid project
15. "banking it" to save up for a future project
16. Other explain) \_\_\_\_\_

\* Some of the categories of work (# 6, 7, 8, 9 & 10) qualify as capital improvements, but must be done in conjunction with roadway reconstruction/rehabilitation.

**The "funds spent" must add up to at least the amount of your FY10 URIP payments from 9/1/09 to 6/1/10.**

1. Road Name: \_\_\_\_\_ Funds spent on Capital Improvements: \$ \_\_\_\_\_

Type of Capital Improvement: see attached, list all numbers that apply: \_\_\_\_\_

Length of Capital improvement (miles or feet): \_\_\_\_\_ miles or \_\_\_\_\_ feet

2. Road Name: \_\_\_\_\_ Funds spent on Capital Improvements: \$ \_\_\_\_\_

Type of Capital Improvement: see attached, list all numbers that apply: \_\_\_\_\_

Length of Capital improvement (miles or feet): \_\_\_\_\_ miles or \_\_\_\_\_ feet

3. Road Name: \_\_\_\_\_ Funds spent on Capital Improvements: \$ \_\_\_\_\_

Type of Capital Improvement: see attached, list all numbers that apply: \_\_\_\_\_

Length of Capital improvement (miles or feet): \_\_\_\_\_ miles or \_\_\_\_\_ feet

**OPTIONAL: Your municipality's TOTAL SUMMER CAPITAL IMPROVEMENT EXPENSES  
(including FY10 URIP payments) were \$ \_\_\_\_\_**

4. Urban funds used for maintenance (if any): \$ \_\_\_\_\_